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Job Posting Title

Director of Operations Support Services

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Job Title

Director of Operations Support Services

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Director of Operations Support Services.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Morocco, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles, Somalia and South Sudan

Department

Post title: Director of Operations Support Services
Post level: D1
Department: Bureau of the Deputy Chairperson
Supervisor: Deputy Chairperson of AUC
Duty Station: Addis Ababa, Ethiopia
Number of Positions: One

Project

Responsible for the operations of the African Union Commission and all other offices located outside the Headquarters which are under the Commission in relation to the functions of the Supply Chain Management and Administration and Facilities Management. He/She shall have the mandate of planning, developing and implementing the strategic policies in the area of supply chain management and administration and facilities management, while promoting inter-organizational collaboration.

Tasks

1. Major Duties and Responsibilities

- Develop and maintain operating rules and procedures in handling the supply chain and facility management of the AUC.
- Provide technical leadership and ensure efficient functioning of all Divisions under the Directorate.
- Ensure overall management of the Directorate personnel, budget, performance, quality, discipline and training in conformity with relevant rules and procedures in force.
- Determine and execute the overall supply chain strategy of the organization.
- Develop and oversee policy development guidelines in the area of supply chain and operations management.
- Build and maintain a strategic plan to form good working relations with other directorate/department.
- Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners.
- Propose training programs relating to best practices in area of expertise of supply chain and operations management.
- Prepare periodic financial and budget execution reports, annual financial statements and other reports for the directorate of operations.

2. Specific Responsibilities

- Coordinate the design and implementation of the Operations Support Services strategy in line with the needs of the organization and pertinent roadmaps such as Agenda 2063; The Operations support strategy includes an African Union Procurement Strategy
- Develop and implement up to date Operations policies, circulars and Standard Operating Procedures for efficient service delivery the area of procurement, contract management, facilities management, logistics operations and support services operations;
- Build and implement regular strategies to initiate business and organization partnership to ensure spends control and build a culture of long term savings and quality delivery on procurement cost
- Develop supply chain and operations support strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions in order to minimize the impact of variances;

- Foster compliance with African Union Financial Rules and Regulations, and the African Union Procurement Manual as well as other guiding administrative policies and other relevant international standards and advise on revisions by studying current situation vis a vis global trends;
- Initiate and take necessary actions to generate funds for the maintenance of African Union Commission's facilities and procurement of working equipment;
- Oversee the preparation and management of the annual budget of the Directorate and its execution while ensuring compliance with established Rules, Regulations, Procedures as well as AUC decisions
- Build the necessary partnerships and establish communication channels with internal and external stakeholders to ensure that the objectives of the Directorate are met; Organise coordination meetings between the Department and other relevant organisations and stakeholders;
- Execute the Directorate's mandate in conjunction with the AUC Leadership and all other AU Organs by discussing and undertaking strategic planning for their departments and operations in the area of Supply chain including Procurement of goods and services, travel management, estate development, central administration and registry service, logistics and fleet management, facilities management and maintenance and Operationalization of activities.
- Oversee all AUC financial investments in facilities management, improvement of premises, new development projects activities and budget negotiations; contracts and agreements
- Within delegated authority, liaise, negotiate and coordinate with national authorities and /or member governments with respect to administrative and logistical matters.
- Ensure overall management of the Directorate's personnel, budget, performance, quality, discipline and training in conformity with relevant rules and procedures. Supervise the directorate staff by providing feedback, positive reinforcement and/or suggestions to improve productivity
- Carry out any other duties as may be assigned.

Requirements

1. Education Qualifications and Professional Experience

Master's degree in Business Administration, Finance and Accounting, Project Management, Supply Chain or business-related relevant area.

- Minimum of 12 years in progressively responsible positions in one of the following areas: procurement and supply chain management, financial management, program management and or any other area related to the business, with 5 years at a senior management level.
- Membership of relevant professional body will be an added advantage.

2. Required Skills and Competencies

- Ability to use strong managerial delegation, political tact and supervisory skills to achieve documented objectives
- Ability to work effectively with people from various backgrounds and create an environment where diversity is respected

- Ability to promote gender sensitive and youth oriented people development policies and practices
- Ability to collaborate and communicate effectively with top level stakeholders
- Ability to identify key strategic opportunities and risks
- Ability to actively seek, identify and apply appropriate technology to improve program delivery
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development
- Proficiency in one of the AU working languages, fluency in another AU language is an added advantage

3. Leadership Competencies

- **Strategic Focus:** - Creates a compelling vision for the future state of the department / directorate and or organization. Establishes a comprehensive course of action to achieve the vision.
- **Developing Organizational Capability:** - Promotes organizational learning and development to ensure that the department is well positioned to meet future leadership needs and mentors others to enhance their development.
- **Change Leadership:** - Leads/champions organizational change initiatives – consistently looks for ways to improve the Department / directorate or organization.
- **Strategic Risk Management:** - Uses sound judgment to make risky decisions in highly complex situations based on an assessment of the risks and benefits, impacts, etc.

4. Core Competencies

- **Building Partnership:** - Initiates and cultivates strategic internal and external networking relationships, builds alliances and collaborates across boundaries to foster organizational goals through proactive engagement with key stakeholders.
- **Drives Accountability Culture:** - Develops longer-term goals and proactively influences how resources, services, etc. are re-organized to achieve goals and offering recommendations on issues of accountability for improvement.
- **Learning Orientation:** - Promotes ongoing learning and development across the organization, develops personal and professional goals and makes insightful career planning decisions to achieve (or alter) these goals.
- **Communicating with impact:** - Projects authority and credibility. Uses personal rather than positional power to influence and motivate others to achieve results and presents the key points of an argument persuasively.

5. Functional Competencies

- **Conceptual Thinking:** - Creates new concepts that are not obvious to others and are not learned from previous education or experience, to think through issues and/or resolve problems.

- Job Knowledge Sharing: - Fosters and enables a knowledge and information-rich culture through engaging with thought leaders within and outside the organization.
- Drive for Result: - Commits significant resources and/or time (in the face of uncertainty) to improve performance, reach a challenging goal and implements innovative solutions.
- Fosters Innovation: - Encourages creativity on the part of others by highlighting the benefits of innovation and change on the overall performance of the organization and/or the performance department/directorate.

2. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a must.

Knowledge of other working languages would be an added advantage.

3. Tenure of appointment:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months are considered probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

4. Equal opportunity:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

5. Remuneration:

Indicative basic salary US\$ 78,138.00 per annum (D1 Step 1) plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$26,208.00 per annum), education allowance (100% of tuition and other related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission.

Application procedure:

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org>, not later than 14th May 2018

Directorate of Administration and Human Resource Management
African Union Commission.

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters